



Job Description | PT Bilingual Therapist (English/Spanish)

Position Title: Bilingual Therapist (English/Spanish)
Supervisor: Clinical Director
FLSA Status: Exempt

Employment Status: Part-time (20 hrs)
Salary Range: \$20,800 - \$26,000

Part-time Therapist is responsible for providing individual and group therapy to Spanish-speaking survivors of sexual violence and adult survivors and child witnesses to domestic violence in our out-patient setting.

Minimum Qualifications:

- Masters level social work or professional counseling degree
- Maryland State licensure (LCPC or LCSW-C preferred)
- Oral and written fluency in English and Spanish
- Previous family violence or sexual assault experience (preferred)
- Experience working with adults and children (preferred)
- Availability to work at least 2 evenings per week
- Excellent oral and written communication skills
- Passionate about the mission and philosophy of HopeWorks
- Team oriented and believes in a strengths-based approach to services
- Current driver’s license and reliable transportation with up to date insurance
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and other computer software

Essential Duties and Responsibilities:

CLIENT CARE

- Provide individual and group therapy to a caseload of 12-15 clients
- Complete intake assessments, treatment plans, case notes and outcome measurements
- Collaborate with outside agencies for continuity of care
- Work at least two evenings to meet client needs

PROGRAM MANAGEMENT SUPPORT

- Accurately complete client paperwork and compile reports as needed
- Document and communicate all pertinent information/issues to the Clinical Director
- Attend weekly supervision meetings with Clinical Director
- Attend clinical and agency staff meetings
- Maintain clinical license in good standing
- Prioritize the use of best and evidence based practices, including researching programming trends and current practices being used in other jurisdictions
- Other duties as assigned

Competencies:

An individual should demonstrate the following competencies to perform the essential functions of this position.

Problem Solving	Identifies and resolves problems in a timely manner as well as skillfully gathers and analyzes information.
Communication	Speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts productive meetings. Speaks comfortably with a diverse array of

	individuals and groups. Reads, analyzes and interprets technical procedures, program policies or governmental regulations. Writes reports, business correspondence and procedure manuals. Effectively presents information and responds to questions from groups of managers, clients and the general public.
Judgment	Displays willingness to make decisions; exhibits sound and accurate judgment; and makes timely decisions.
Clinical Skills	Maintains an ethical practice (e.g. awareness of ethical standards and conduct); demonstrates strong client relationships and interpersonal skills (e.g. establishes and maintains rapport, accurately perceives and understands clients, and maintains role boundaries); Recognizes diversity, individual difference, and cultural competency in clinical practice; implements appropriate assessment and intervention strategies; demonstrates competency in general clinical skills including the understanding of concepts, theory, and empirical foundations for practice.
Organization	Able to manage multiple projects; able to determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.
Cooperation and Teamwork	Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.
Quality of Work	Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.
Reliability	Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.
Support of Diversity	Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for a multicultural staff; applies the HopeWorks commitment to cultural proficiency; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion, mental or physical ability, health status, nation of origin, gender identity or expression or sexual orientation; recognizes differences; takes advantage of opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, communicate and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Apply: Applicants must submit a letter of interest and complete resume to:

Jennifer Pollitt Hill, Executive Director
 HopeWorks of Howard County
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 Columbia, MD 21045
 E-mail: jpollitthill@WeAreHopeWorks.org
 Fax: 410-997-1397
NO phone calls